



Board of Realty Regulation  
301 South Park Ave  
PO Box 200513  
Helena MT 59620-0513

TO: Real Estate Course Approval Applicants

FROM: Board of Realty Regulation Education Committee

RE: CE Application Requirements

The following is a check list of items that you must provide to the Board of Realty Regulation Education Committee in order for your course to be reviewed for approval for continuing education credit. Incomplete applications will not be reviewed.

1. Each course must be submitted 30 days prior to the intended course date. Courses not submitted a minimum of 30 days prior to the original offering will not be considered until the next Education Committee meeting.
2. Submit a complete outline, instructor manual or syllabus, not the class handout, with the application. As the applicant, it is your responsibility to provide adequate information to the committee. Please include a course timeline and note the class instruction hours on the application form.
3. Make sure that the course will be taught by an approved instructor. If the instructor has not yet been approved, you must include an instructor application and fee.
4. Courses must consist of at least 1 hour in order to be considered. Indicate whether you are requesting mandatory or elective hours. The committee will make the final determination.
5. Courses approved in another state, which are taught and taken in that other state, qualify for continuing education credit for Montana licensees without committee review as long as they cover topics from our list. Courses taught in Montana must be submitted for content review.
6. In order for distance education courses to be approved in Montana, they should first be certified by the Association of Real Estate License Law Officials (ARELLO) and then submitted to the Board of Realty Regulation Education Committee for content review.

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Send a complete application packet and all fees to Mike Meredith, Education Director, Board of Realty Regulation, P O Box 200513, Helena MT 59620-0513. DO NOT SEND CASH. Make checks or money orders payable to the Board of Realty Regulation.



BOARD OF REALTY REGULATION  
301 SOUTH PARK, ROOM 498  
P O BOX 200513  
HELENA MT 59620-0513

OFFICE USE
CE# _____
APPROVED:
YES___ NO___
DATE _____

## CONTINUING EDUCATION COURSE APPLICATION

Fill out form below, print, sign and submit it, along with a  
\$75.00 application fee per course to the address above.

NAME OF PROVIDER INSTITUTION

CONTACT PERSON

TELEPHONE

FAX

EMAIL

ADDRESS

(STREET, PO BOX)

(CITY)

(STATE) (ZIP)

COURSE TITLE

NUMBER OF HOURS YOU ARE APPLYING FOR:

MANDATORY

ELECTIVE

TOTAL INSTRUCTION TIME

ATTENDANCE MONITORING PROCEDURES

FACILITY INFORMATION (describe facility standards, size of class,  
equipment, visual aids, etc.)

FEEs (COST TO EACH LICENSEE)

COURSE INSTRUCTOR(S)

COURSE DATES & LOCATIONS (List all scheduled offerings.)

APPLICANT'S SIGNATURE



BOARD OF REALTY REGULATION  
301 SOUTH PARK, ROOM 498  
P O BOX 200513  
HELENA MT 59620-0513

OFFICE USE
CE# _____
APPROVED: _____
YES ___ NO ___
DATE _____

## INSTRUCTOR APPLICATION

Fill out form below, print, sign and submit it, along with a  
\$50.00 application fee.

INSTITUTION

TELEPHONE

ADDRESS

(STREET, PO BOX)

(CITY)

(STATE)

(ZIP)

INSTRUCTOR

SUBJECT MATTER

INSTRUCTOR APPROVAL DATE: Begin

End

EDUCATIONAL BACKGROUND:

High School Diploma Received from

College/University attended

Name & Location	#Yrs	YES Diploma	NO Year Received
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Post-Secondary Education (including any designations)

LICENSING INFORMATION: Indicate if you are licensed in real estate or any other occupation. Include date of initial licensure and if license is still in force(attach additional sheets if necessary).

INSTRUCTOR EXPERIENCE: Please attach a copy of an up-to-date resume including your vocational experience and instructional experience.

I hereby certify that the information supplied on this application is true and correct.

Signature of Applicant